

Management Committee Update

Issue 17

October 2019



Orkney Housing Association is governed by a voluntary Management Committee elected at our AGM in September each year. The Committee's role is to set and monitor our strategy and performance. Day to day operational management is carried out by the Leadership Team. Some of the Committee's main functions include: approving budgets, reviewing policies, diligent financial management, major decision making and organisational direction and good governance to ensure statutory and regulatory requirements are met. Management Committee are keen to issue an update following each formal meeting (6 per year).

OHAL Management Committee 2019/20



Pictured left to right, back row - Elaine Grieve, John White, Dave Dawson, John Rodwell & Linda Forbes (on screen), front row: Fiona Lettice, Roella Wilson & Wendy Baikie (missing from photo, Bill Wallace)

Members present 02 October 2019

- Fiona Lettice
- Dave Dawson
- Wendy Baikie
- John Rodwell
- John White
- Roella Wilson
- Jason Taylor
- Linda Forbes
- Elaine Grieve
- Philip Cook

Governance Matters

Election of Chairs & Company Secretary

As this was the first meeting following the AGM, elections took place which saw Fiona Lettice, elected as Chair and Bill Wallace, Vice Chair. Membership of Sub-Committees was agreed with Philip Cook remaining Chair of the Audit & Risk Management Sub-Committee and Bill Wallace, Chair of the Performance & Resources Sub-Committee. Mhairi Hughes continues in the role of Company Secretary.

Scottish Housing Regulator & Annual Assurance Statement

After reviewing all the evidence presented to them, members assessed that the Association complies with the Scottish Housing Regulator's revised Regulatory Framework. They authorised the Chair to sign the Annual Assurance Statement on their behalf and submit it to the Regulator. The statement can be viewed on our website at www.ohal.org.uk.

Extension of Freedom of Information to RSLs

In preparation for compliance with the Freedom of Information (Scotland) Act 2010 members approved the adoption of the Scottish Information Commissioner's Model Publication Scheme and the Association's Guide to Information, which will be included within the new Access to Information section of our website which is currently being developed.

Annual Business Plan Programme

The Association published its 3-year Business Plan "Our People, Our Properties, Our Future" - covering 2019-22 in April 2019. Members agreed that the 2020/21 business planning process will involve a sense check of the 3 year Plan and review of the detailed appendices.

Repairs Self Assessment

It was explained to members that a web-based Toolkit had been used to ascertain compliance with Outcome 5 of the Scottish Social Housing Charter in relation to repairs, maintenance and improvements. Members were advised that a recent health check of our repairs software highlighted a number of areas for improvement which we plan to implement over the next 12 months. Following discussion, members agreed that no other assurances were necessary to ensure compliance in these areas.

Development Update

- ⇒ Works are progressing with 8 rented units at Walliwall and completion is expected in January 2020.
- ⇒ Planning for 12 units at The Crafty has been submitted to OIC
- ⇒ A development brief has been prepared and submitted for 8 units at Upper Sunnybank, Stromness
- ⇒ Preliminary design work is underway for 6 units at Kirk Park, Orphir.

Annual Rent Review:

Members were asked to agree a revised process for the 2020/21 consultation on rent and occupancy charge increases. They agreed to consult with tenants and sharing owners from 3-17 January on proposals to be agreed at the November meeting. A final decision will be made by members in January 2020, taking account of feedback from the consultation. Tenants and residents will be informed of their new rent/occupancy charges in March 2020.

Loan Fixing:

Members noted that advice was being sought from an external advisor. Following discussion on the merits and demerits of loan fixing, it was agreed that a paper should be presented to the next meeting with specific proposals for members to make a final decision.

Resolutions & Applications for Membership

Since the last meeting three membership were cancelled. In addition to these, Rule changes in 2014, effective from 2015, stated that membership would automatically end if, for 5 AGMs in a row, a member has not submitted apologies, exercised a postal vote or submitted a Proxy Form. Accordingly, a total of 55 membership were automatically ended.

Staffing Update

Following 2 successful recruitments:

- ◆ Aimee Leask, one of our former Modern Apprentices, has been offered and accepted the position of Customer Services Assistant.
- ◆ Alan Sim joins us as our 4th Housing Services Officer in November.

Policy/Procedure Reviews

Amendments to a number of policies were approved:

- Asbestos Management Plan
- Treasury Management Policy
- Standing Orders for Committee Business
- Handling a Serious Complaint Against the Chief Executive Procedure
- Anti-Social Behaviour Policy - consultative draft
- Data Protection & Privacy Policy

Performance & Resources Sub-Committee Report

Members received a report from the last meeting.

Factoring - Missing Shares

Members were updated on legislative changes and Scottish Government advisory guidance on the recovery of missing shares for common works under the Tenements (Scotland) Act 2004 and The Registered Social Landlords (Repayment Charges) (Scotland) Regulations 2018.

Resident Panel Update

Panel members have been working on their current scrutiny project - estate management. They received training at the start of the year, on tenant involvement in procurement, which led to discussion around garden and grounds maintenance.

Members observed how we manage the contractors that deliver this service and what is expected of them. The group examined policies, procedures and contract specifications to gain insight into the level of service being provided.

Following this the group carried out a tenant-led inspection to a shared OHAL/OIC estate. During the visit they spoke with other tenants about their personal experience of how their area is managed. They will now draft a report on their findings for submitting to our Management Committee.



Anyone interested in getting involved with the Association can contact Suzy Boardman on 01856 875253 ext 205 or suzy.boardman@ohal.org.uk